

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 27-71

29 November 1971

To: All Training Officers of the Agency

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES  
1972 Spring Semester

Schedules and procedures for Agency employees being sponsored for part-time academic training at local colleges and universities (Spring Semester 1972) are outlined below. In order to receive a tuition advance, prospective students must follow this schedule. Questions on the composite tuition advance may be directed to OTR/ISS/AIR, extension 3137.

Monday, 27 December 1971: Form 136, Request for Training at Non-Agency Facility, must be in OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by this date if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Employees who submit requests after 27 December will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

Tuesday, 11 January 1972: Tuition advances will be distributed in Room 1A-13, Headquarters, between 1330 and 1530 hours. Instructions for accounting will be included in a briefing sheet.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc. Also indicate graduate, under-graduate or special student.)

When separated from the file it must be  
subjected to individual systematic review.

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1972 SPRING SEMESTER  
SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	21 - 22 Jan	24 Jan
Off Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	12 - 15 Jan	17 Jan
<u>Federal City College</u>	Dates not yet available	
<u>U.S.D.A. Graduate School</u>	22 - 29 Jan	31 Jan
<u>George Mason College</u>	31 Jan	2 Feb
<u>George Washington University</u>		
On Campus	20 - 22 Jan	24 Jan
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	17 - 18 Jan	19 Jan
<u>Howard University</u>	27 - 31 Jan	1 Feb
<u>Montgomery College</u>	11 - 14 Jan	17 Jan
<u>Northern Virginia Community College</u>	3 - 4 Jan	5 Jan
<u>Prince George's Community College</u>	26 - 27 Jan	31 Jan
<u>University of Maryland</u>		
On Campus	31 Jan - 5 Feb	7 Feb
Evening Session	1 - 4 Feb	7 Feb
Off Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
(Northern Virginia Center)	13 Jan - 2 Feb	7 Feb